

L&I Claim & Account Center Vocational Provider Registration

Getting Started

In order to prepare yourself for registration, you will need the following information:

- Your Federal tax ID (if you don't have one, use your Social Security Number)
- Your L&I Provider ID
- The claim number for a current open vocational referral assigned to you

NOTE – Claims filed against self-insured employers, claims inactive for more than 18 months and claims for Crime Victims and **are not** available in the Claim & Account Center.

Getting your User ID and Password

1. Go to SecureAccess Washington at: <http://secureaccess.wa.gov>
2. Click on the link titled, "Register for SecureAccess Washington".
3. Complete the registration form and click "register" when you've finished.
4. You'll receive an e-mail from SecureAccess WA asking you to activate your account. Click on the link provided in the e-mail.
5. The SecureAccess page says your registration was successful and asks you to LOGIN.
6. Login with your user ID and password. You'll go to the "Services Page".
7. On the "Services Page" click on "Add a Service" on the left side of the page.
8. On the "Add Service" page, look for "Labor & Industries" from the list of agencies and click "view".
9. On the "Apply for access to a service" page, look for "Claim & Account Center" and click "apply". (You will receive an email from SecureAccess approving your access to L&I Claim & Account Center. No action is necessary with this e-mail.)

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Registering in the Claim & Account Center

1. You should be at the Claim & Account Center (CAC) “Sign up for L&I Secure Access” page. You are a first time visitor to the CAC. Click “Continue”.
2. On the “Create your Profile” page, complete your profile information and click “Continue”.
3. Read the Access Agreement and then check the box and enter your initials, then click “Continue”.
4. On the “Request Access” page, click on “Medical and Vocational Providers”
5. Enter either your Federal Tax ID number (if it’s only 9 digits long, type a zero at the beginning) or your L&I Provider ID number, and then click the appropriate button.
6. **If you are not the first person from your organization to register for CAC**, an email will be sent to the access manager for your organization. You can include comments to your access manager to let them know your phone number if they work in a different location than you. The access manager will need to log onto CAC, click on “My Profile”, select “Manage Users” and then approve your request. You won’t get access until they approve your request.
7. **If you are the first person from your organization to register for CAC**, you will become the Access Manager. Read the Access Manager Agreement and click “Yes” if you accept that responsibility. (NOTE: you can change access managers for your organization later once other people are registered to use CAC.)
8. On the “Create Medical and Vocational Providers Relationship” page, read the notice at the top of the page and then enter:
 - Business name
 - Federal Tax ID or Social Security number
 - L&I Provider ID
 - Claim number of a current open vocational referral assigned to you
 - Click “Continue”
9. Congratulations – you have successfully registered as a Vocational Provider for the Claim & Account Center. Your ‘User Profile’ is displayed on this screen. Click “FINISH”. You can now click the link to go to the CAC Welcome page

Note – If you have problems with registration, please contact L&I Web Customer Support at websupport@lni.wa.gov or 360-902-5999